



721 Burch Avenue  
Durham, NC 27701  
919-682-5847  
office@icdurham.org  
immaculataschool.org

## Arrival & Departure Procedures 2020

In order to manage the extended times for morning drop-off during the pandemic, families should arrive at the times\* below. Due to the required screening process, students will not be allowed to walk to school, with or without parents. **All students must be delivered by vehicle, through car line.**

### Drop-Off Times

- **7:30-7:45am** – Grades 5-8, Olive Tree Entrance
- **7:45-8:00am** – K-4, Main Entrance / PreK, PreK Doors

Students should wait in the car to be screened with their mask on and the window down before opening their door and exiting. Staff members will not be able to assist students with seatbelts, car doors, backpacks, etc., so please make sure they are ready to go with jackets zipped, backpacks on, etc. Parents should remain in vehicles at all times.

*\* If families have children in multiple grades, they may drop off all students with the oldest sibling or drop off each student separately.*

### Building Entry

After exiting vehicles, students will pass through a hand sanitation station outside the entrance before proceeding into the building to their assigned classroom. Students will maintain social distancing of 6 feet while traveling through the building.

### Late Arrivals

Families arriving after 8:00am should park, walk the student to the main entrance, and ring the bell. Wait with the student outside for a staff member to screen him/her for entry.

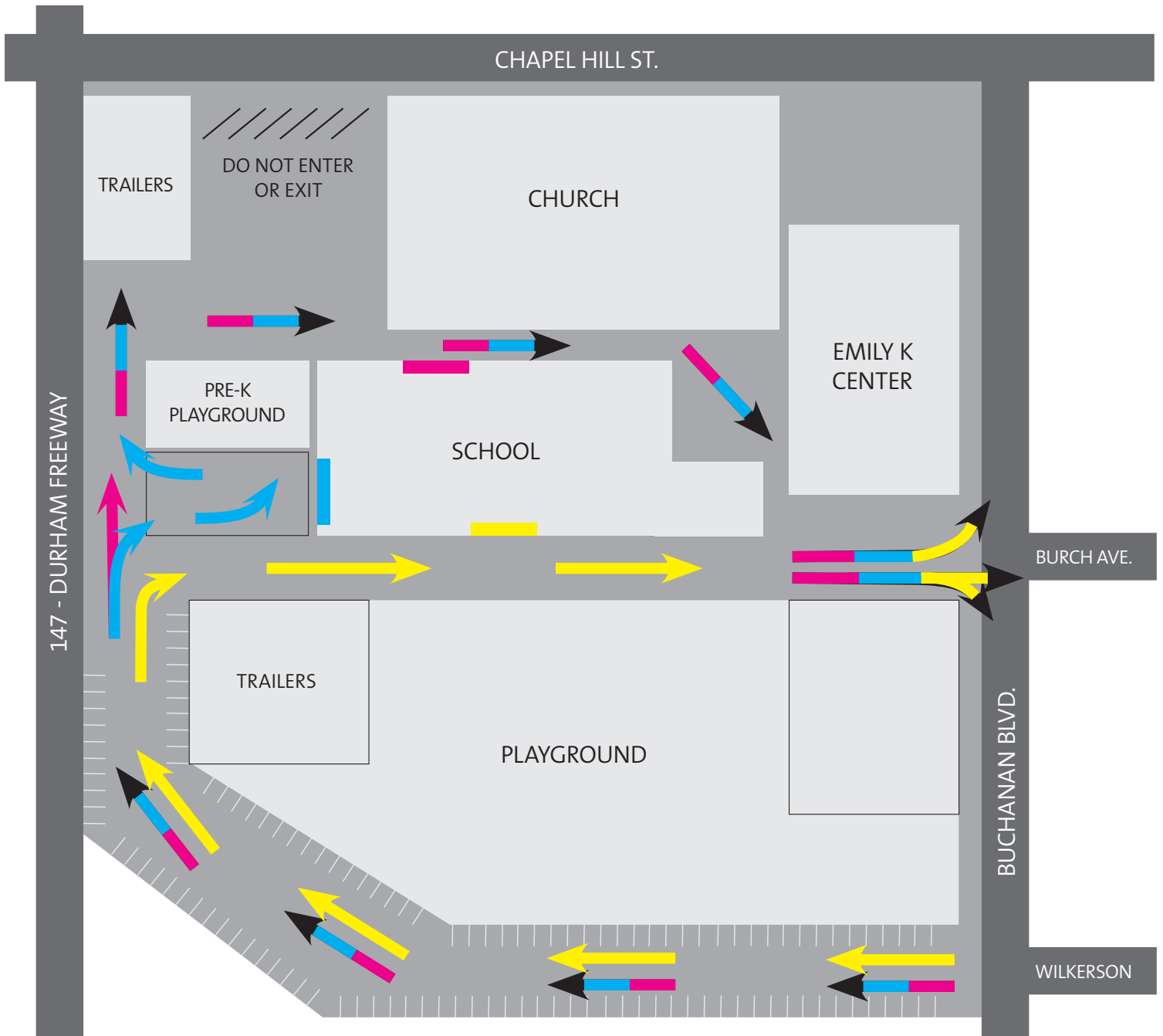
### Dismissal

All students will be dismissed from homerooms to car line from **3:00-3:30pm**. Parents should remain in their vehicles at all times (walk-up dismissals are not an option this year).

We appreciate your cooperation as we keep our children, families, and staff safe this school year.

# MORNING CAR LINE

- Kindergarten–Grade 4 / Main Entrance
- PreK / PreK Doors
- Grades 5–8 / Olive Tree Entrance



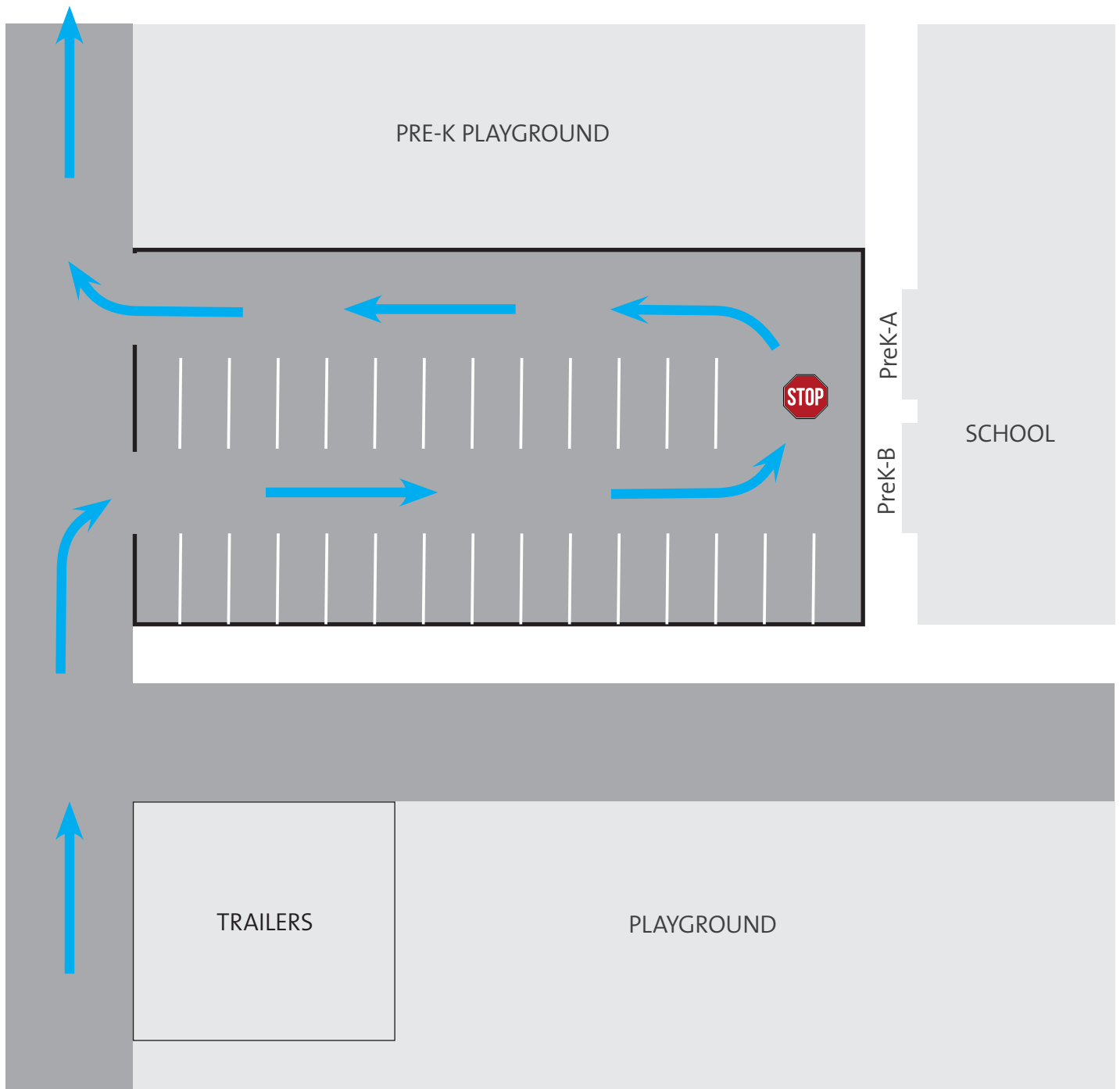
Morning drop-off times:

- 7:30-7:45am** – Grades 5-8 (Olive Tree Entrance)
- 7:45-8:00am** – K-4 (Main Entrance) / PreK (PreK Doors)

Enter car line in two lanes: right lane for K-4; left lane for PreK and Grades 5-8. Traffic is one-way and all vehicles must exit onto Buchanan Blvd near the Emily K Center. Students should get in and out of their vehicles on the school side.

*Due to the required screening process, students will not be allowed to walk to school, with or without parents. All students must be delivered by vehicle, through car line.*

# PRE-K MORNING CAR LINE PATTERN



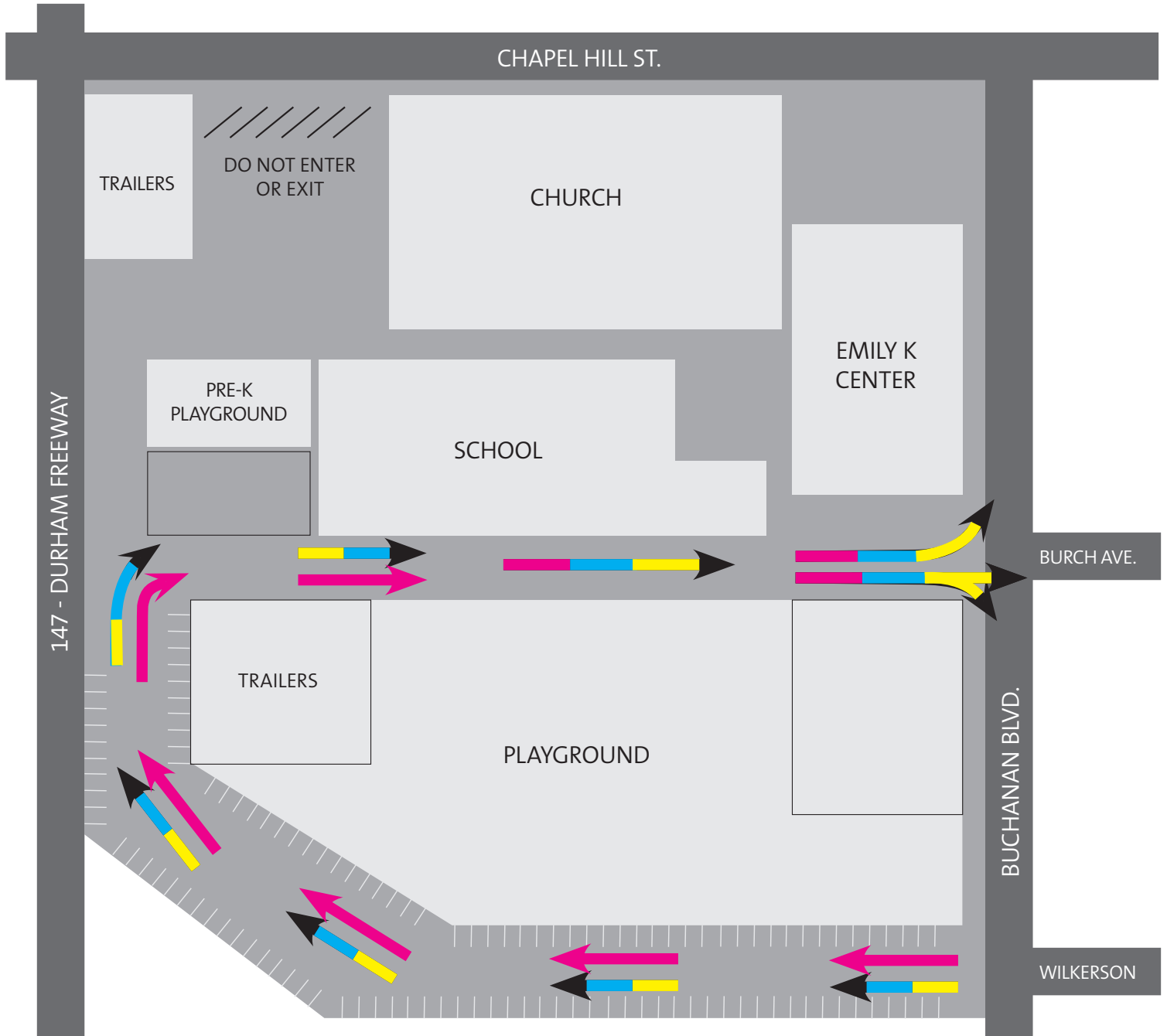
## PreK drop-off time is 7:45am-8:00am.

PreK families should enter the left lane of car line from Buchanan Blvd and continue straight toward the church. Turn right into the first entrance of the small lot near the Pre-K playground. A staff member will be outside to screen and escort your child to their classroom.

After drop-off, exit the parking lot by turning right near the Pre-K playground. Follow the flow of traffic around the back of the school, past the Olive Tree Entrance, through the breezeway, and out to Buchanan Blvd (see all-school car line map).

# AFTERNOON CAR LINE

- Kindergarten–Grade 4
- PreK
- Grades 5–8



All students will be dismissed from homerooms to car line from **3:00-3:30pm**.

**All vehicles** should enter in two lanes at the bottom of the playground on Buchanan Blvd and drive one-way, exiting back out onto Buchanan Blvd near the Emily K Center. A sign with your child's full name and grade should be posted in your front windshield.

**PK-4** students should be picked up from the car line on the school side.

**Grades 5-8** students should be picked up in the car line on the playground/trailer side.

**Drivers** should give the traffic directors a thumbs-up to signal your child is safely in the car and you are ready to leave or a thumbs-down to signal you are still waiting. Please remain alert to the traffic directors at all times.